UNDERGROUND STORAGE TANK CLEANUP FUND

Pete Wilson
Governor

REIMBURSEMENT REQUEST
SPREADSHEET INSTRUCTIONS

The Underground Storage Tank (UST) Cleanup Fund has made the Reimbursement Request Spreadsheet available in various popular software formats. The spreadsheet can be used when you submit a valid reimbursement request. We hope that by obtaining your data directly via diskette, we will reduce input errors, redundant data entry and overall processing time.

The UST Cleanup Fund Spreadsheet is available for download for the IBM/Windows platform in the following formats:

> Lotus 123 for Windows (releases 4 & 5) - SPREAD.WK4
> Lotus 123 (DOS) ver. 3 - SPREAD.WK3
> Excel 5.0 - SPREAD.XLS

NOTE: To reduce the possibility of virus contamination, we strongly suggest that you perform any virus checking procedures your firm has developed for diskettes.

TO USE THE UST CLEANUP FUND SPREADSHEET:

1) Download the appropriate spreadsheet from the Fund's Download page.

2) Operate your spreadsheet program as you normally would - opening the SPREAD.*** which you downloaded to your computer.

3) Enter all of the data you normally would fill in by hand on the paper spreadsheet into the SPREAD.*** file. The spreadsheet will automatically total amounts where appropriate.

4) DO NOT adjust or modify the SPREAD.*** file in any other way! It is designed to automatically import the data you enter into our system for processing once we receive it.

5) Save the completed SPREAD.*** file to a 3.5 IBM formatted diskette.

6) Submit the diskette to the UST Cleanup Fund with the reimbursement request submittal for processing.

When we have finished importing your data, the diskette will be returned to you for your reuse.

Recycled Paper

*Our mission is to preserve and enhance the quality of California's water resources, and
ensure their proper allocation and efficient use for the benefit of present and future generations.*